



CALIFORNIA
DEPARTMENT OF
EDUCATION

1430 N STREET
SACRAMENTO, CA
95814-5901

JACK O'CONNELL

State Superintendent of
Public Instruction

PHONE: (916) 319-0800

July 1, 2004

Dear Prospective Bidders:

REQUEST FOR PROPOSALS FOR THE CALIFORNIA ENGLISH LANGUAGE DEVELOPMENT TEST ADMINISTRATION

This enclosed Request for Proposal (RFP) invites submissions from eligible bidders to administer the California English Language Development Test (CELDT) as required by California *Education Code* Section 60810. Public or private corporations, agencies, organizations, or associations with at least 36 months of experience in administering large-scale assessments may submit proposals in response to this RFP. The bidder must be legally constituted and qualified to do business within the State of California (registered with the Secretary of State). With the exception of bidders whose legal status precludes incorporation (i.e., public agencies, sole proprietorships, partnerships), bidders that are not fully incorporated by the deadline for submitting proposals shall be disqualified.

It is anticipated that this contract will begin approximately on or after October 1, 2004, and will continue through December 31, 2008. The actual starting date of the contract is contingent upon approval of the contract by the Department of General Services (DGS) and continued California Legislative authorization. The California Department of Education (CDE) anticipates a maximum of \$48,650,0000 will be available for this contract.

Interested applicants should note the timeline for application on page 36 of the enclosed RFP. Dates to note include:

- **July 28, 2004:** The Intent to Submit a Proposal/Bid must be received by 12:00 p.m. PDT at CDE, Standards and Assessment Division either via fax (916) 319-0969, or mailed to the address on page 2 of this letter.
- **August 13, 2004:** The submitted technical and cost proposals must be received by 2:00 p.m. PDT, CDE, Standards and Assessment Division. The proposals must be received at the address noted below. Transmission of the proposal by electronic mail (modem/internet) or fax shall not be accepted.

July 1, 2004
Page 2

California Department of Education
Standards and Assessment Division/CELDT Office
Attn: Jennifer Nelson
1430 N Street, Suite 5408
Sacramento, CA 95814

To guarantee an official response and to ensure a fair and equal opportunity to all interested bidders, all questions, with the exception of questions regarding the California Disabled Veteran Business Enterprise (DVBE) Participation Goals, must be submitted in the manner described in Section 4.6 and must be received no later than 12:00 p.m. PDT on July 16, 2004.

Please direct questions about the DVBE Participation Goals to the CDE Contracts office at (916) 322-3035.

Sincerely,

Deb Sigman, Director
Standards and Assessments Division

DS:jn

Enclosures

<p>NOTICE: All proposals and related documents submitted in response to this request for proposals shall become the property of the State of California. Pursuant to the Public Contract Code, all proposals and related documents will be made available in their entirety for public inspection. Submission of a proposal is acceptance of these terms.</p>
--